



COURIER ESCORT

The U.S. Consulate General in Sydney is seeking an individual for the position of Courier Escort.

Requirements: Refer to [Duties and Responsibilities Statement](#).

Forward letter, resume and response to the selection criteria to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59th Floor, 19-29 Martin Place, Sydney NSW 2000 by **December 17, 2009**

Hand-delivered applications cannot be accepted.
Offers of employment are subject to medical and security clearances.

Applicants who are not Australian citizens must have a visa status which authorizes employment in Australia.

Note: *Only short-listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short-listed, we extend our appreciation for considering the U.S. Government as a potential employer.*

The U.S. Government is an equal opportunity employer and maintains a drug-free work environment.

POSITION TITLE: <u>COURIER ESCORT</u>	POSITION GRADE LE-6 (STARTING SALARY A\$52,872/USD\$30,231)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Supports regional classified courier operations by coordinating all activities involved in the processing and movement of pouches, including transportation, airport and customs formalities, dispatch preparation, records maintenance, and escorting of diplomatic couriers.

Major Duties and Responsibilities

1. Manage the post's classified pouch and courier program in coordination with the Bangkok Regional Diplomatic Courier Office and post Information Resource Management staff.
2. Coordinate onward shipment of classified pouches to regional posts.
3. Coordinate all activities involved in the processing and movement of pouches including transportation, forklift support, customs and airport formalities.
4. Escort diplomatic couriers to and from the airport and provide any necessary assistance to the diplomatic couriers. If the professional driver is unavailable and when the needs of the Bangkok Regional Diplomatic Courier Division (BRDCD) require it, the courier maybe required to drive.
5. Ensure the security and integrity of the classified pouches are maintained at all times
6. Liaise with airport officials regarding flight schedules, diplomatic pouch procedures and established guidelines as set forth by local airport officials, the Department of State, and the Diplomatic Courier Office.
7. Coordinate transportation and laborers needed to assist in the loading and off loading of outgoing and incoming diplomatic pouches.
8. Prepare routine correspondence, such as memos and telegrams.
9. Provide all logistical support for NON-PRO couriers.
10. Advise embassy officials regarding any special courier or pouch shipment requirements.

11. Serve as security escort for Information Programs Center as required.
12. Able to work early mornings; late nights; weekends, and able to travel Temporary Duty for short period.
13. The Courier Escort may be required to drive a vehicle in support of diplomatic pouch operations. Since the U.S Government provides a professional driver for this duty, the occasions and the need for the Escort to drive shall be limited to situations whereby the professional driver is unavailable or unable to perform the driving duties. Therefore, the Courier Escort should obtain authorization to drive from BRDCD when such situations are anticipated.
14. Perform any other miscellaneous duties as directed by the Information Programs Officer or Information Management Specialist.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Two years work experience providing logistical and/or courier/delivery support services.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Ability to work flexible hours (mornings and nights) is required.
5. Ability to lift 32kgs up to shoulder height is required. This will be tested.
6. A valid license for driving heavy vehicles in Australia is required.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Top Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Consulate General Sydney
MLC Centre
59th Floor, 19 – 29 Martin Place
SYDNEY NSW 2000

THE DEADLINE FOR APPLICATIONS IS DECEMBER 17, 2009

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual

orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.